



**DEPARTMENT OF THE ARMY**  
**U.S. ARMY SECURITY ASSISTANCE COMMAND**  
**5701 21ST STREET**  
**FORT BELVOIR, VA 22060-5940**

REPLY TO  
ATTENTION OF

AMSAC-DC

20 December 2004

**MEMORANDUM FOR SEE DISTRIBUTION**

**SUBJECT: Letter of Offer and Acceptance (LOA) Basic Modification and Amendment Staffing Lean Process Flow (USASAC 04-11)**

1. Reference the Rapid Improvement Event #3, 6-10 December 2004, subject: LOA Staffing.
2. The following Lean Process Flow will be used to streamline the LOA staffing process; it begins when the Security Assistance Management Directorate and New Cumberland case writers submit the LOA for staffing and it ends when the LOA is transmitted to Defense Security Cooperation Agency for acceptance:
  - a. The case writer submits the LOA to the Major Subordinate Commands (MSC) Quality Review Board (QRB). Each MSC will determine the make up of the QRB, be it one or more individuals. If Legal and Foreign Disclosure Offices review is required, these reviews will be conducted simultaneously with the QRB check. If corrections are required, the errors/comments of the QRB will be entered into the QRB database.
  - b. Upon completion of the MSC QRB check, the LOA will be returned to the case writer to make corrections, or routed to the release authority for approval and the LOA will be annotated in Defense Security Assistance Management System (DSAMS) as completed.
  - c. Upon notification via DSAMS management flag, the U.S. Army Security Assistance Command (USASAC) Country Program Manager (CPM) will update DSAMS as appropriate and check the LOA and supporting data. Should the CPM identify any errors to the LOA, the corrections/comments will be entered into the QRB database (DSAMS.) The LOA and supporting documentation will be returned to the MSC QRB for database update, correction and resubmission.
  - d. When the CPM approves the LOA and supporting documentation, the LOA package is electronically forwarded to the USASAC QRB for inspection of the CPM check. If the Regional Manager is required to review the Program Management Line, the review will be conducted simultaneously with the QRB inspection. Any corrections or comments will be returned to the CPM, and if necessary, the CPM will return to the MSC QRB for database update, correction and resubmission.

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Lean Process Flow

e. Upon approval of the QRB/Regional Manager, the LOA package will be electronically returned to the CPM. The CPM will update DSAMS and the electronic LOA package and forwarding to DSCA via email.

3. The POC for this action is Roger A. Biehl, SFSJM-SAA, DSN 793-3909, email [roger.a.biehl@us.army.mil](mailto:roger.a.biehl@us.army.mil).

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FOR THE COMMANDER:



RICHARD G. ALPAUGH  
Deputy to the Commanding General

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